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AIR FORCE**

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Logistics Staff

SUPPORT AGREEMENTS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 25-2, *Support Agreements*, dated 19 March 1993, by detailing support agreements procedures within the Air Force. Interservice and Intragovernmental Support is governed by DoDI 4000.19 and the financial aspects of Air Force Intrasevice Support are covered in AFI 65-601. Air Force and DoD Policy directs that support agreements be developed between suppliers and receivers within the affected organizations to document recurring day-to-day peacetime support in order to provide unit commanders with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. This instruction does not cover international agreements nor the administration of contracts.

(AFMC) This supplement implements AFI 25-201, *Support Agreement Procedures*, 1 December 1996, by providing detailed procedures for AFMC installations to use when they are the supplier of Base Operating Support to Air Force receivers. Interservice and Intragovernmental support is governed by DoDI 4000.19 and the financial aspects of Air Force Intrasevice support are covered in AFI 65-601. This supplement only covers Base Operating Support. Other support furnished by AFMC installations is addressed in AFMCI 65-602, *Uniform Reimbursement and Pricing Procedures*, AFI 21-33(I), *Joint Depot Maintenance Program*, AFMCR 66-36, *The Overseas Workload Program (OWLP)*, AFI 61-302, *Cooperative Research and Development Agreements*, AFI 34-223, *Private Organizations Programs*, DoD 5220.22R, *DoD Industrial Security Programs* and Title 10 U.S.C 2681, 2539b and 2553.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This version completely updates the AFI 25-201 dated 15 November 1994, following the republication of the DoDI 4000.19 on 9 August 1995. It provides more detailed guidance to the field but, apart from the change to Incremental Direct Costing for non-Intraservice Air Force Agreements, it does not introduce substantive policy changes.

(AFMC) This document is revised and must be completely reviewed.

This version updates the AFMC Supplement 1, 6 June 95, following the publication of the DoDI 4000.19 on 9 August 1995 and the AFI 25-201 dated 1 December 1996. It provides more detailed guidance to the field on specific issues, but does not introduce substantive policy changes.

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Chapter 1

TYPES OF SUPPORT AGREEMENT

1.1. Support Agreements Covered by DD Form 1144.

1.1.1. Support agreements administered by the Air Force and normally documented on DD Form 1144 fall into the following principal categories:

- Air Force to Air Force, known as Intrасervice Agreements.
- Air Force to other Service or DoD components, known as Interservice Agreements.
- Air Force to other non-DoD activities, known as Intragovernmental Agreements.
- Air Force to other non-Federal activities.

1.1.2. To ensure the maintenance of a comprehensive logistics record, all significant recurring support provided by the Air Force should be recorded on DD Form 1144, whether reimbursable or non-reimbursable. It is also strongly recommended to record all such support on DD Form 1144 when the Air Force is the receiver.

1.1.3. Policy and procedures for Interservice, Intragovernmental and Air Force to non-Federal activities are governed by the DoDI 4000.19, dated 9 Aug 95. In addition, the DoDI 4000.19 provides an overall umbrella of general guidance for the administration of support agreements within the DoD community.

1.2. Memorandums of Agreement/Understanding (MOA/MOUs).

1.2.1. Most MOAs and MOUs are used to define areas of broad agreement between two or more parties. MOAs usually document the exchange of services and resources while MOUs normally define broad areas of understanding.

1.2.2. MAJCOM/Numbered Air Force (NAF) Level MOA/MOUs. Most internal Air Force MOA/MOUs are broad agreements between or among MAJCOMs or NAFs to identify parameters for developing support agreements between subordinate units. At the installation level, these MOA/MOUs are then used as a source document in addressing the provision of services, funding and reimbursement arrangements. However, the actual transfer of funds or other resources is effected by the relevant established functional procedure and not by MOA/MOUs alone.

1.2.3. Functional Area MOA/MOUs. MOA/MOUs can be used between functional areas to document mutually agreed areas of responsibility, such as:

- Statement of facts.
- Intentions.
- Procedures.
- Policies for future actions.

The functional OPR (e.g. Civil Engineers, Security Police) will usually draft, sign and maintain these documents, which are procedural or technical in nature and will not initiate the obligation of funds or manpower for recurring support.

1.2.4. (Added) When the National Institute for the Blind (NIB) is establishing operations of a base supply service store on your installation, if the government is not obligated to expend funds in support of the NIB, a MOA may be used. If the government is obligated to expend funds in support of the NIB, a contract is the proper documentation to use.

1.3. Major Range and Test Facility Bases.

1.3.1. DoDD 3200.11, *Major Range and Test Facility Base*, covers certain specialized range documentation. However, base operating support provided to range users should still be covered by a standard support agreement.

1.3.1. (AFMC) Support for Test and Evaluation activities should be documented in accordance with Major Range and Test Facility Base procedures prescribed by the Center's policy directives and reimbursement requirements.

1.4. Support That Does Not Fall Under DODI 4000.19 Or This Instruction.

1.4.1. Support to DOD Contractors. If base support is required beyond what is identified in a Request for Proposal (RFP) or contract, the offerer or contractor formally requests the specified base support be incorporated into the RFP or contract.

The request is submitted to the Contracting Officer who issued the contract or RFP. If the Contracting Officer agrees to the request, then it is documented in a contract not a support agreement.

1.4.1.1. (Added-AFMC) When the host command furnishes an on-base contractor logistical support under a tenant-funded contract, the command that must accomplish the contract will reimburse or refund the host base using the same funds cited in the basic contract. Do not allow the funding command to make the reimbursement through the contractor. For additional guidance, see AFI 65-601 Vol 1, paragraph 7.8.10 *Government Support Provided Contractors*. Contracts requiring base support will be coordinated with the performing host installation functional manager prior to solicitation and award.

1.4.2. Agreements In Lieu of War or Contingency Plans. Support agreements are not a suitable means to document support for war, Operations Other Than War (OOTW) or exercise requirements, which should be documented in the appropriate plan (e.g. base support plan, op plan or base deployment plan.) However, it is acceptable, by mutual agreement, to use an existing support agreement to absorb additional work which is temporarily created as the result of an unplanned contingency operation

1.4.3. (Added-AFMC) Research and Development (R&D) Agreements. the host command furnishes an on-base contractor logistical support under a tenant-funded contract, the command that must accomplish the contract will reimburse or refund the host base using the same funds cited in the basic contract. Do not allow the funding command to make the reimbursement through the contractor. For additional guidance, see AFI 65-601 Vol 1, paragraph 7.8.10 *Government Support Provided Contractors*. Contracts requiring base support will be coordinated with the performing host installation functional manager prior to solicitation and award.

1.4.4. (Added-AFMC) Depot Maintenance Interservice Support Agreements (DMISA). Policy and guidelines for implementing the Depot Maintenance Interservice Program uniformly among the services are in AFI 21-133(I), *Joint Depot Maintenance Program*.

1.4.5. (Added-AFMC) Workload Agreements. These agreements are used with the overseas workload program. Policy, procedures and guidance are in AFMCR 66-36, *The Overseas Workload Program (OWLP)*.

1.4.6. (Added-AFMC) Service Level Agreements (SLA). SLA which apply to a level of technical service and not to BOS are not included. If a SLA is a misnomer and refers to an agreement between two services (interservice) for BOS identified in DoDI 4000.19 and AFI 25-201, the SLA is covered under this supplement

1.4.7. (Added-AFMC) Cooperative Research and Development Agreements (CRDA). AFI 61-302, *Cooperative Research and Development Agreements*, establishes policy and procedures for executing CRDA between the Air Force and the public and private sector, including industry and academia, for domestic technology transfer.

1.4.8. (Added-AFMC) Operating Agreements. Operating Agreements implement terms and conditions of leases. While they may identify DoDI 4000.19 categories of support provided by suppliers to receivers, reimbursements may not be according to the Incremental Direct Cost concept in DoDI 4000.19.

1.4.9. (Added-AFMC) Utility Sales Agreements. Reimbursable utility services provided should be documented on an AF Form 3554, **Utility Sales Agreement** for DoD Agencies and Non-DoD Federal Agencies. Cost to the government of supplying the service is computed by the base civil engineer according to AFI 32-1061, *Providing Utilities to US Air Force Installations*.

1.4.10. (Added-AFMC) Private Organizations (PO). PO operate on Air Force Installations with the written consent of the installation commander. AFI 34-223, *Private Organization Program*, provides guidance and procedures for establishing and operating PO on AF installations. PO are divided into Federally Sanctioned Organizations (e.g. Air Force Aid Society, United Services Organizations Incorporated, etc), Affiliated Organizations (e.g. Air Force Association, Scouting Organizations, Auto Clubs, Community Service Organizations, etc.), and Independent Organizations (e.g. Little Leagues, Ethnic Clubs, Wives and Women's Clubs, etc).

1.4.11. (Added-AFMC) Commercial Services Agreements (CSAs). Commercial Services Agreements (CSAs) are advanced partnering agreements to broaden laboratories' authority to partner with academia and private sector in RDT&E. They are entered into under Title 10 U.S.C. 2681, 2539b and 2553.

1.4.12. (Added-AFMC) Visitor Group Security Agreements (VSGAs). Visitor Group Security Agreements (VGSAs) are document agreements between installation commanders and DoD contractors specifying security actions that will be performed by the installation for the contractor groups operating on the installations and security procedures that will be performed by the contractors. Guidance for such agreements is in DoD 5220.22R, DoD, *Industrial Security Program*; AFI 31-601, *Industrial Security Program Management*; and AFH 31-602, *Industrial Security Program Handbook*.

Chapter 2

FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

2.1. MAJCOM.

2.1.1. Program Manager:

- Administers the Command support agreements program.
- Establishes the level of approval authority for support agreements.
- Elevates impasses that cannot be resolved at MAJCOM level to HQ USAF.
- Publishes MAJCOM supplementary guidance to their field.
- Measures the Command support agreements program

Note that HQ 11 Wg provides program management responsibility for Air Force Elements (AFELM) and certain designated Field Operating Agencies (FOA)

2.1.1. (AFMC) The AFMC support agreements program is managed in HQ AFMC/XPX.

- The Chief, Plans Division, is authorized to sign agreements requiring MAJCOM signature. However, the functional area manager at HQ AFMC level must first review and coordinate the agreement before obtaining HQ AFMC/XPX signature.

2.1.2. Financial Management (FM). Provides guidance and training necessary to support financial management personnel and resource management.

- (Added-AFMC) Chairs necessary working groups to ensure standardization of costing methodologies.
- (Added-AFMC) Provides policy concerning support agreement costing.

2.1.3. Manpower:

- Provides policy and guidance to installation manpower offices for support agreements and related manpower impact assessments.
- Validates the manpower annex to support agreements and initiates action to ensure transfer of the agreed to manpower resources.

2.1.4. Civil Engineer. Establishes guidance to cover Real Property Maintenance environmental concerns in MAJCOM instructions as necessary.

2.1.5. Security Police. Establishes guidance to cover security concerns in MAJCOM instructions as necessary.

2.1.6. Other Functional Managers. Establish guidance to be included in MAJCOM instructions as necessary.

2.2. Installation Supplier Support Agreement Manager (SAM).

2.2.1. The supplier SAM:

- Is OPR for the support agreements program

- Administers the support agreements program and prepares support agreements according to DoDI 4000.19, AFPD 25-2, this AFI and higher headquarters guidance.
- Distributes receiver requests for support to functional areas for review, coordination and acceptance.
- Tasks Functional Area Agreement Coordinators (FAACs) to provide specific provisions, identify direct incremental reimbursable costs, and, in conjunction with the servicing manpower office, provide manpower figures.
- Establishes procedures to prevent unnecessary delays in negotiating, revising, and reviewing support agreements.
- Assists their installation's geographically separated units (GSUs) and Air Force Elements (AFELMs) in developing their support agreements, if they have no SAM.
- Compiles the approved specific provisions, manpower, and funding responsibilities into a final agreement.
- Assisted by financial and manpower representatives, provides initial and ongoing training to FAACs and maintains training documentation. The SAM may invite receiver units to attend functional manager training with supplier FAACs and other agencies.
- Maintains a current list of supplier FAACs.

2.2.1. (AFMC) The SAM administers the agreement until it is terminated. As long as there is an open dispute, a serious shortfall in the receiver's requirements or a provision of doubtful interpretation, the job of negotiation is not complete.

- The SAM acts as a contact point or facilitator to ensure that the supplier and receiver are in touch with each other. Distribute MAJCOM policy changes regarding support agreements to FAACs.
- AFMC SAMs monitor, staff, coordinate, negotiate, and keep files on all support agreements. Each SAM is the single POC for support agreements involving the activity to which he or she is assigned. Send HQ AFMC/XPX the name, office symbol, telephone and FAX number, and mailing address of the SAM when changes occur.
- SAMs will assign agreement file numbers as follows:

1-199AFMC is supplier for intraservice

200-299AFMC is receiver from intraservice

300-399Intracommand

500-599MOA/MOUs

600-699Interservice/other Gov't and non-Gov't agencies, AFMC is supplier

700-799Interservice/other Gov't and non-Gov't agencies, AFMC is receiver

2.3. Installation Receiver SAM.

2.3.1. The receiver SAM:

- Provides an accurate assessment of support needs to the supplier.

- Provides a single point of contact for coordinating support agreements. If a MAJCOM has more than one receiver unit located on the installation, then one receiver SAM may be identified to represent all of that MAJCOM's units on the installation.
- Prevents unnecessary delays in negotiating, revising, and reviewing support agreements.

2.4. Installation Functional Area Agreement Coordinator (FAAC).

2.4.1. The FAAC:

- Provides and reviews the specific provisions and terms relating to his or her functional area to ensure that a clear understanding of the required support is documented and that sufficient information is contained to determine the impact of providing the requested support.
- Negotiates all required changes to specific provisions and terms with receiver's FAAC.
- Ensures impasses are worked through functional channels.
- Contacts the servicing manpower office and assists in determining manpower requirements for support requested.
- Provides the required data to Financial Management (FM) for development of unit cost factors for relevant categories of support. A suggested method is the Manpower/Data Sheet illustrated at Attachment 8.
- Ensures billing for reimbursable support is submitted to the FM or Defense Finance and Accounting Service (DFAS) on a timely basis.
- Reviews agreements, at least annually, as part of the annual budgeting process to assess reimbursements requirements. Identifies to FM significant changes in factors affecting the cost of providing support.
- Participates in the relevant specialist aspects of the SAM's support agreement training program.
- Returns inputs in the format required by the SAM.
- Informs the SAM of any changes that affect support agreements.

2.4.2. (Added-AFMC) Functional areas may find it beneficial to appoint their Resource Advisor as the FAAC.

2.5. Installation Manpower Office.

2.5.1. The manpower office reviews all support agreements for manpower impact:

- If there is no manpower impact, enters "No additional manpower is required to support the receiver" and signs in DD Form 1144, Block 11 (General Provisions).
- If there is a manpower impact, determines its size in conjunction with the supplier FAACs. Documents the required manpower in a manpower annex and certifies it by signing the annex.
- After approval and signature by supplier and receiver, forwards the signed agreement with manpower annex to the MAJCOM Manpower Office for validation and transfer of required manpower.
- Assists FM in cost factor development in areas involving labor (e.g., hours/man-years).
- Assists the SAM in the manpower aspects of support agreements training.

2.6. Installation Financial Management Comptroller (FM).

2.6.1. The FM is an essential part of a successful agreements program. The primary FM function is financial analysis.

2.6.2. The financial analysis function at the field level is tasked with the overall coordination of support agreements within the FM Office. They:

- Accomplish the annual budget review and review reimbursements collected compared to actual support agreement calculations.
- Ensure that appropriate costing of activities by the FM resource management system is included in the budget process.
- Provide financial advice to all parties involved in the agreements process
- Identify funding responsibilities in support agreements as per the DoDI 4000.19 and AFI 65-601, Volume 1, Chapter 7, *Budget Guidance and Procedures*.
- Assist the SAM in providing support agreements training.
- Ensure that the receivers reimbursable and non-reimbursable direct incremental cost requirements are included in the supplier's annual financial plan.
- Work with DFAS organizations to ensure the accomplishment of actual billing of support and to provide appropriate accounting services

2.6.3. (Added-AFMC) The comptroller at AFMC installations is the OPR for interpreting and determining funding responsibilities according to AFI 65-601, Vol. 1, *Budget Guidance and Procedures*, and AFI 65-601, Vol. 2, *Budget Management for Operations*. Receivers should identify all support requirements to the supplier budget lead-time away. The installation comptroller budgets, coordinates on, maintain a file of all support agreements and initiates the annual budget review to assess the cost of providing support.

2.7. Installation Environmental Office.

2.7.1. The Environmental Office achieves and maintains environmental quality in support of the Air Force Mission by cleaning up environmental harm resulting from past activities; meeting all environmental standards applicable to present operations; planning future activities to minimize environmental impacts; managing natural and cultural resources and eliminating pollution wherever possible.

2.7.2. The Environmental Office ensures any and all environmental concerns are addressed in support agreements. If the document affects the environment, then the Environmental Office will perform those actions required under law, regulation or instruction, and annotate Block 11 of the DD Form 1144 accordingly. Specifically, the Environmental Office will:

- Conduct reviews of support agreements to ascertain if a conformity determination pursuant to Section 176(c) of the Clean Air Act may be required per AFI 32-7040, *Air Quality Compliance*.
- Analyze proposed waste stream to ensure incorporation into existing plans and permits, in accordance with AFI 32-7041, *Water Quality Compliance*, and AFI 32-7042, *Solid and Hazardous Waste Compliance*.
- Ensure environmental compliance in managing hazardous and toxic wastes, including underground and above ground storage tanks, per AFI 32-7044, *Storage Tank Compliance*.

- Review support agreements to ascertain if there are conflicts with existing compliance agreements or Federal Facilities Agreements with regulators, per AFI 32-7047, *Compliance, Tracking & Reporting*.
- Ensure environmental impact analysis documentation is completed both stateside and overseas in accordance with AFI 32-7061, *Environmental Impact Analysis Process*, and AFI 32-7006, *Environmental Program in Foreign countries*.

2.8. Installation Chief, Security Police.

2.8.1. The Security Police ensure resource protection, weapon system security, information security, industrial security, weapons storage, and other security issues addressed in support agreements and, where there is a potential security implication, annotate Block 11 of DD Form 1144 accordingly.

2.9. Disposition of Support Agreements.

2.9.1. Use AFMAN 37-139, *Records Disposition Schedule*, to maintain records.

2.9.2. (Added-AFMC) Forward one copy of the agreement to HQ AFMC/XPX to be maintained in a reference file for HQ AFMC personnel. When an agreement is terminated, send one copy of the DD Form 1144, **Support Agreement**, showing termination to HQ AFMC/XPX.

2.10. (Added-AFMC) Installation Civil Engineer and Environmental Management. The installation civil engineer and environmental management offices review all assigned agreements for areas of support, and when appropriate ensure all real estate and environmental concerns are addressed. in support agreements.

2.11. (Added-AFMC) Support Agreement Integrated Product Team. Centers may establish a Support Agreement Integrated Product Team to promote interfunctional communication and resolution of support agreement issues. Members of this team should include the SAM and representatives from FM/Comptroller, manpower, environmental/civil engineering, services and other BOS areas as required.

Chapter 3

SEEKING SUPPORT AND WAIVERS

3.1. Seeking Support.

3.1.1. Circumstances which may cause commanders to seek support include:

- Additions to existing role or mission.
- The unplanned loss of an existing source of support (e.g. natural disaster).
- The realization that similar or identical functions are being duplicated by nearby DoD or other Federal agency.
- Improved economy or efficiency of operation.
- The closest Air Force installation to an Air Force GSU should provide base support, regardless of parent MAJCOM.
- Consolidation of functions.
- Base Realignment and Closure.
- Air Force Elements (AFELMs), which need Air Force-unique support, that non-Air Force suppliers cannot provide (e.g. Military Personnel Flight Services, USAF unique uniform)

3.2. Development of Support Agreements.

3.2.1. As a general guide, DoD and Air Force policy encourages providers of recurring support to develop support agreements with receivers of that support. The following general limitations apply:

- An agreement should normally cover only one receiver, but more than one receiver can be included if they are funded from the same source.
- Separate agreements are required for each different supplier.
- If two installations both supply and receive support to and from each other, then separate agreements should be developed.
- Air Force units should provide support to other Air Force or DoD agencies when requested, subject to the commander's determination that the unit has the capability to do so without jeopardizing assigned missions.
- The support provided to receivers should be equivalent to the standard level of support defined and furnished by the supplier to its own mission, unless requested or agreed to by the receiver.
- The provision of small scale recurring support may not always justify the administrative effort and expense of preparing a full support agreement. In such cases, installation commanders may waive the need to raise a formal agreement but SAMs should still retain a written record of details to ensure continuity for the arrangement. The written record of details should be reviewed triennially to determine if the recurring support provided exceeds a small scale nature.

3.2.2. MAJCOMs need to ensure the Air Force Reserve (AFRES) and the Air National Guard (ANG) receive the same level of support as other tenant units on their installations. This includes but is not limited to:

- Base level support services
- Annual tours
- Unit training assemblies
- Peacetime training in all areas
- Weekend operations

3.2.3. (Added-AFMC) Intracommand support agreements will not be required among AFMC units located on the same base unless the level of support required by the receiver is above the standard level of support furnished by the supplier to all organizations located on the same installation. See AFMCI 65-601, *Intracommand Support*. This does not apply to AFMC Defense Working Capital activities such as Depot Maintenance Activity Group (DMAG) and Supply Management Activity Group (SMAG).

- AFMC Centers can choose, at their discretion, to include in their support agreements, activities such as DMAG and SMAG which are not funded with direct Air Force O&M, but fall under the AFMC for command purposes.

3.2.4. (Added-AFMC) Support agreements are not required with Air Force receivers when the only support needed is AFMC Precision Measurement Equipment Laboratory (PMEL) support as defined in AFI 21-113, *Air Force Metrology and Calibration (AFMETCAL) Program*, and T.O. 00-20-14.

3.3. Waivers to Support.

3.3.1. Requests for a waiver to permit duplication of support functions are appropriate if:

- It is more economical
- Provision of support is physically impractical
- Wartime requirements dictate duplication of facilities or functions

3.3.1.1. (Added-AFMC) When another MAJCOM receiver has support functions that appear to duplicate parts of the AFMC supplier organization, the AFMC supplier discusses the matter with the receiver, records the discussions and results, and notifies the HQ AFMC functional OPR. Receivers must complete the required justification and rationale documentation and process them through the supplier SAM. Requests for waivers are submitted to HQ AFMC/XPX for staffing with the functional OPR. The HQ AFMC functional area OPR must approve or disapprove requests for waivers and provide supporting justification. If the waiver is approved by the HQ AFMC OPR, HQ AFMC/XPX forwards the waiver request to HQ USAF/ILXX. HQ AFMC staff will provide information copies of all correspondence to the supplier SAM.

3.3.2. To obtain a waiver, the receiving MAJCOM should send a waiver request to the supplying MAJCOM, including confirmation of whether or not the receiving MAJCOM accepts responsibility for the financial and manpower costs of supporting the waiver. The supplying MAJCOM then requests the waiver from HQ USAF/LGXX. If approved, the waiver will normally be valid for three years and a copy of it should be attached to the relevant support agreement.

3.3.3. ANG and AFRES receivers do not require a duplication waiver if their requirement is based on a wartime mission of their gaining MAJCOM.

Chapter 4

AGREEMENT DOCUMENTATION PROCEDURES

4.1. Identifying the Requirement.

4.1.1. The potential receiver identifies support requirements to the proposed supplier by letter and if possible, sets up a face-to-face meeting to clarify respective requirements and capabilities, including mission, equipment types, and personnel. Typical questions to be resolved include:

- How will the potential receiver request support from the supplier?
- Who will receive the support?
- What type and level of support will be required?
- Are there non-standard conditions related to the request for support?
- What is the objective or mission supported?
- When will the support be provided?
- Have all support categories been considered?
- Where will the support be provided?
- Does the receiver have any contracts with contractors where the government has agreed to provide base support?

4.1.2. Any doubts as to exactly what support is needed must be clarified before the support agreement is approved.

4.2. Drafting - Support Responsibilities.

4.2.1. The supplier SAM prepares a draft agreement to identify all necessary support, using the support category listings in Enclosure 6 to DoDI 4000.19 and Attachment 5 to this AFI.

4.2.2. All affected parties, including the receiver's and supplier's functional areas should review and coordinate the draft agreement. SAMs should ensure that their FAACs fully understand the implications of the agreement in their respective specialist areas and note that questions on the capability to support the receivers are best coordinated directly between FAACs and receivers.

4.2.3. SAMs should ensure that all attachments to support agreements are listed in Block 11 of the DD Form 1144.

4.2.4. (Added-AFMC) The support agreement itself should not prescribe detailed procedures for performing any particular support function that is in other DoD or USAF directives, procedural manuals, etc. that apply to the particular type of support being performed. If such detailed information is not in a publication that can be referenced in the support agreements, then local operating procedures should be prepared and referenced.

4.3. Drafting - Financial Responsibilities.

4.3.1. The SAM ensures specific provisions in all support agreements are identified and defined. The local FM assists support providers in identifying what the receiver pays for, including its basis and estimated reimbursements, on the DD Form 1144 and its funding annex.

4.3.1. (AFMC) NOTE: Both reimbursable and non-reimbursable categories of support should be included in the support agreement.

4.3.2. FM and DFAS organizations will detail all costs billed to the receiver to include the following:

- Relevant support categories.
- Computation details of the reimbursables.
- Frequency of billing (e.g. monthly, quarterly or annually).

4.3.3. Interservice and intragovernmental receivers will normally be charged for direct incremental costs only, as per DoDI 4000.19, para D6. Reimbursement policy for intraservice agreements is covered by AFI 65-601, Vol I.

4.3.4. Local FM personnel will record all reimbursement computations in sufficient detail to provide an audit trail by clearly documenting computation methods, factor sources, and results. In addition, the Funding Annex should include sufficient documentation to satisfy the financial concerns of the receiver (for suggested format see Figure 5-3).

4.3.5. Note that non-standard rules apply to certain 'Providers of Public Goods or Services', 'Mutual Benefits' and other specific exceptions, as detailed at Attachment 6.

4.3.6. If current Air Force standard base level accounting systems do not directly correlate identification of incurred expenses with the support categories outlined in DoDI 4000.19, then estimation of anticipated reimbursements should be based on:

- General and specific provisions of the agreement.
- Reasonable projections of required levels and amounts of support.
- Generally accepted cost analysis techniques and principles.
- Good faith negotiations.

4.4. Drafting - Manpower Responsibilities.

4.4.1. The SAM ensures population, equipment, and aircraft requiring support are identified and defined. The local manpower office then identifies on the manpower annex (for suggested format see Figure 5-4) the required manpower to support any additional workload.

4.4.1. (Added-AFMC) The manpower annex should be prepared according to the instructions provided in Attachments 9 and 10. A statement will be added to block 11 that supplier will not support receiver until manpower authorizations are transferred (see block 7b on the Manpower Annex of Attachment 9). Each annex will vary slightly depending on the support provided in the agreement.

- The installation manpower office prepares all manpower annexes assisted by the receiver and base functional area managers. The AFMC manpower office will forward the signed agreement to HQ AFMC/XPMQ for validation. Concurrently, the receiver should forward the signed agreement to their MAJCOM manpower office. HQ AFMC/XPMQ will forward the agreement to HQ AFMC/XPMR who will contact the receiver MAJCOM to determine appropriate manpower actions. Courtesy copies of the letter of transmittal should be sent to the installation SAM and HQ AFMC/XPX. If manpower issues come to an impasse, refer to AFI 25-201, Par 5.5.1.

4.4.2. The manpower annex will detail the following:

- Computation method.
- Manhour or manpower impact by functional area/support category.
- Total manpower impact in whole numbers.

4.4.3. Current Air Force Functional Account Codes and Air Force Manpower Standards do not correlate to support categories in DoDI 4000.19. Manpower impacts will be based on:

- Specific provision of the agreement.
- Air Force Manpower Standards.
- Management engineering methods (technical estimates, good operator timing, position manning, operational audits, etc).
- Air Force Manpower Standards (Base Support Factors).

4.4.4. The manhours required to support the additional workload will be totaled and the manpower will be computed using the Manhour Availability Factor. The manpower office will document and maintain on file all computations in sufficient detail to provide an audit trail of required manpower.

4.5. (Added-AFMC) Drafting - Environmental Responsibilities.

4.5.1. Include the following statements in support agreements under (See DoDI 4000.19, Attachment 6) when the Receiver is located on Supplier property:

Supplier will: Notify Receiver as soon as potential enforcement actions or notices to comply are identified and coordinate remedies with Receiver. Request regulatory agency provide a breakdown of the civil fine or penalty for each violation so supplier can identify to receiver that portion of fine or penalty attributable to receiver.

Receiver will: Reimburse Supplier for fines or penalties assessed against the Supplier by a federal, state, or local agency, and for all cost attributable to receiver non-compliance, to include contractors performing services for the Receiver. Cost include, but are not limited to, sampling and soil analysis to identify specific contaminants and levels of contamination. Receiver will assist supplier in all efforts to return to compliance, including civil fines or penalties.

4.5.2. The HQ AFMC/CEV memo, 8 Apr 98, with attached SAF/MII memo, 6 Feb 98, subject environmental provision for Interservice Support agreements, provides additional guidance for inclusion of specific environmental provisions in interservice support agreements.

Chapter 5

AGREEMENT PROCESSING AND REVIEW PROCEDURES

5.1. Preparing and Revising Agreements.

5.1.1. When a new agreement, revision, review, waiver or termination is required, SAMs should ensure all relevant functional offices are notified and to this end they must retain POC details for all offices involved. An agreements processing flow chart for the process is at Figure 5.1.

5.1.1.1. Send all requests to survey AFMC facilities or to discuss potentially available support resources to HQ AFMC/XPX for review and direction. (See AFI 10-503, Base Unit Beddown Program)

5.2. Coordination.

5.2.1. Coordination guidelines are as follows:

- SAMs produce the initial or revised draft of an agreement and then ensure it is coordinated in writing by all parties concerned (see Attachment 7).
- SAMs submit an individually copied staff summary sheet or letter to manpower, financial management, the staff judge advocate (JA), the environmental office and security police. Include instructions for manpower to provide manpower requirements in the manpower annex, FM in the funding annex, JA to provide a legal review with liability assessment, environmental office to assess the environmental impact and security police to assess the security impact. Figure 5.2 shows the manpower review process.
- (AFMC) The copied staff summary sheet or letter should be submitted to the civil engineer office if applicable with instructions for them to ensure all areas of support are appropriately addressed. The copied staff summary sheet or letter should also be submitted to the SG office, if applicable, to obtain HQ AFMC/SGAM approval when there are DHP resources involved.
- SAMs should check the completed coordination sheets for errors or changes that may create an impasse and transfer any amendments into the master draft agreement.

5.2.2. (Added-AFMC) The process for addressing additional manpower in a support agreement is as follows:

- The Receiver SAM notifies the Supplier of the support required.
- The Supplier SAM contacts the servicing manpower office (MQ) who verifies the workload and determines that additional manpower authorizations are required.
- The MQ, assisted by the Receiver and Supplier, computes the required manpower and prepares a manpower annex according to the format and instructions in Attachments 9 and 10.
- The MQ and Receiver certify that the workload is properly described and quantified by signing the manpower annex.
- The MQ forwards the signed manpower annex to HQ AFMC/XPMQ for review and approval of manpower requirements.

- After approval of required manpower, HQ AFMC/ XPMQ notifies the Receiver headquarters (MAJCOM) and takes appropriate action (AFI 38-204, Programming USAF Manpower) to effect the transfer of authorizations from the Receiver MAJCOM to AFMC.
- When transfer of authorizations is approved, the Receiver MAJCOM annotates the number and type (officer, enlisted, civilian) and completes the manpower annex by signing and dating the final section in the annex and forwarding the completed annex to HQ AFMC/XPMQ.
- HQ AFMC/XPMQ forwards the completed manpower annex to the installation MQ. The MQ provides a copy to the Supplier SAM who attaches the annex to the support agreement and continues the distribution process.
- All manpower impacts for Defense Health Program (DHP) resources must be coordinated through HQ AFMC/SGAM to HQ USAF/SGM and HQ USAF/SGW.

5.3. Approval and Signature.

5.3.1. The SAM:

- Prepares a letter to transmit a copy of the final support agreement to supplier manpower, civil engineers/environmental, and comptroller for signature, plus an information copy to security police when identified by them as necessary.
- Prepares a letter transmitting the original agreement to receiver. This letter should explain any apparent anomalies and their rationale. If receiver requests further changes, then renegotiate the disputed issues and have the approving official sign and return the original agreement.
- Obtains final approval signature. Block 3 of the DD Form 1144 is the effective date of the agreement unless otherwise stated in Block 11.
- Determines the number of copies required and forwards them to the agencies concerned.
- Consolidates correspondence that explains any significant anomalies and retains it for the next review cycle. Retains FAACs' coordinations which document significant changes.

5.3.2. (Added-AFMC) Full authority is delegated to AFMC installation, test center or product center commanders and comptrollers (or their designated representatives), acting as either supplier or receiver, to negotiate, approve, and finalize field level support agreements regardless of the level of signature required by the other involved agency.

5.3.3. (Added-AFMC) Different individuals should sign block 8a and 9a of the DD Form 1144. This will ensure that review procedures are in place for proper internal controls and prevent the appearance of impropriety.

5.4. Review and Revision of Support Agreements.

5.4.1. Annual FM Budget Review. The Annual Budget Review:

- Ensures continued accuracy of estimated reimbursement charges and coincides with budget lead-time requirements and Financial Plan preparation
- Does not involve a renegotiation unless there are significant changes in support requirements.

- Reviews estimated support requirements prior to the annual budget submission. A revised Funding Annex (see Figure 5-3 for suggested format), signed by both supplier and receiver FMs will then be included as an attachment to the agreement.

There is no need to route the agreement through the final approval authorities. Figure 5.4 shows an Annual Budget Review flow chart of the process.

5.4.1.1. (Added-AFMC) The supplier's comptroller will initiate the annual budget review.

5.4.2. Triennial Review.

- A triennial review is initiated by the supplier SAM dated from the agreement's effective date (Block 3, DD Form 1144). However, MAJCOMs are authorized to defer triennial reviews if a thorough review has been completed in the interim, in which case the three year period will begin from the date of the last major review.
- A triennial review consists of the agreement being reviewed in its entirety and approved as per the original.
- SAMs ensure that all FAACs view standard levels of support, basis for reimbursement, and estimated reimbursements to determine whether they are still current and that the triennial review is documented.
- When an agreement is reaccomplished by a triennial review, Blocks 1, 2, and 3 of DD Form 1144 will be changed accordingly. The supplying activity address code and sequential number will normally remain the same as long as the agreement is in existence.
- MAJCOMs are authorized to waive triennial reviews for their installations which are within two years of closure .

5.4.2.1. (Added-AFMC) Triennial reviews must be initiated at least 120 calendar days before the agreement review date.

- A triennial review need not be accomplished if all FAACs participated in the previous annual budget review and sufficient documentation is included in the support agreement file to show that support requirements have not changed. When a triennial review is not accomplished the support agreement should be scheduled for a full review at the next annual budget review.
- A waiver of triennial reviews is granted to AFMC installations within two years of closure.

5.4.3. Minor Revisions. Minor pen and ink changes, including non-substantive modifications, may be made by mutual agreement provided they do not significantly affect manpower or funds.

5.4.4. (Added-AFMC) Provide a quarterly listing of all support agreements for the AFMC Master File for use by the headquarters staff. Updates and Listings should be provided to HQ AFMC/XPX by the fifth workday following the end of the quarter (Mar, Jun, Sep, Dec).

5.5. Resolving Impasses.

5.5.1. As a general rule, impasses should be resolved at the lowest possible level and only elevated to higher authority when the local negotiation process is exhausted. When this is unavoidable, the following guidelines apply:

- If an impasse concerning an overall agreement cannot be resolved between the supplier and receiver, then both SAMs pass details to their MAJCOM counterparts for resolution.
- If an impasse relating to a specific support category cannot be resolved at installation level then both FAACs pass details to their MAJCOM counterparts with copies to their installation SAMs and MAJCOM support agreement program managers. Omit the impasse category of support from the support agreement and include the following statement in DD Form 1144, Block 11, General Provisions that "Due to an impasse in negotiating support for category XXXX, this agreement is being processed with an impasse."
- MAJCOMs should advise HQ USAF/LGXX of any formal impasse outstanding for more than 180 days.
- Upon resolution of an impasse, correspondence documenting the resolution process will become part of the agreement file.

5.6. Reduction, Modification or Termination of Support.

5.6.1. If an agreement is unilaterally terminated, suspended or significantly modified with less than 180 days notice to other parties of the agreement, the unilateral party may be billed by affected parties for reimbursement of unavoidable termination or re-procurement expenses incurred up to 180 days following the written notification.

5.6.1.1. (Added-AFMC) If a 180 day notice must be given for unilateral withdrawal of services to a receiver when it appears the receiver is using an impasse over one or more individual categories as an excuse for indefinitely refusing to sign entire agreements, the approval authority for the notice must be the same as shown in paragraph 5.3.2. of this supplement. Should receiver cause the supplier to issue the 180 day notice of withdrawal of services, the installation SAM must notify HQ AFMC/XPX prior to issuance of the notice.

5.6.2. The supplier FAAC will ensure that final charges for support are submitted NLT 90 days after receipt of notification of termination of support.

5.6.3. Installation SAMs are to notify HQ USAF/LGXX, through their MAJCOM SAMs, prior to the issue of any unilateral termination notice.

Figure 5.1. Agreements Processing Flow Chart.

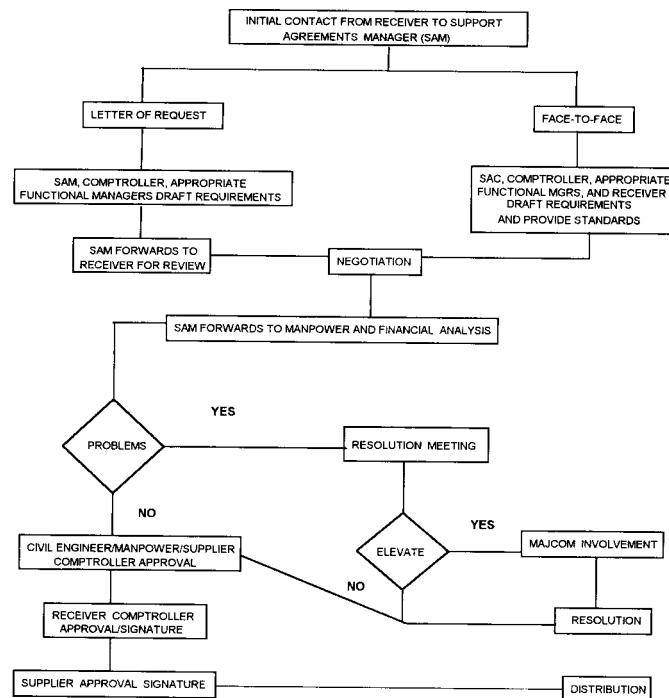


Figure 5.2. Manpower Requirement and Resource Flow Chart.

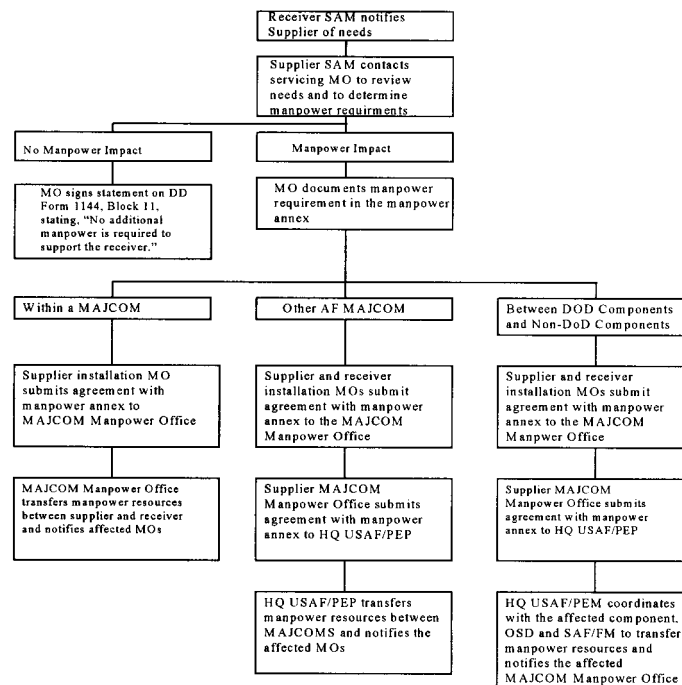


Figure 5.3. Interservice Funding Annex (Suggested Format).

Page 3 of __

(SUGGESTED FORMAT)		FB9999-95274.103	
a. CATEGORY OF SUPPORT	b. BASIS FOR COSTING	c. ESTIMATE	
		*NON-REIM	REIM COST
Mail Postage	Metered Mail (Ref SAF/AAIA Ltr, 11 Jul 94) Non-AF postage		\$ 1,000.00
Refuse Collection and Disposal	Tonnage - based on engineering estimates. Example: Prior year tonnage + program change x current rate and approved adjusted rate change		49,200.00
Supply Services	Actual cost based on FY XX Estimates include x percentages for inflation (Receiver provides MIPR directly to Supply Sqdn)		<72,058.46>
Utilities	Elec - Meter/Eng Est		194,512.18
	Natural Gas - Meter		15,042.44
	Heat/Air - Eng Est		31,521.45
	Water/Sewage - Meter/Eng Est		13,547.33
*Recommend this column provide only non-reimbursable costs which are directly attributable to the receiver, and the supplier and receiver agree that these services are non-reimbursable.			
Certified by: _____ (Date)			
Certifier's signature block)			
TOTAL			\$ 304,823.40

Figure 5.4. Intraservice Funding Annex (Suggested Format).

Page 3 of __

(SUGGESTED FORMAT)

a. CATEGORY OF SUPPORT

FB9999-93244-303

b. BASIS FOR COSTING

c. ESTIMATE

Alpha/Numeric field

*NON-REIM REIM COST

Communication Services

Toll charges

\$ 5,302.57

Actual equipment cost

<45,970.00>

Mail Postage

Metered Mail

**\$ 1,000.00

Supply Services

Actual cost (Receiver provides
MIPR directly to Supply
Squadron) ***

<9,056.16>

Vehicle Support

Maintenance records form

14,380.36

*Recommend this column provide only non-reimbursable costs which are directly attributable to the receiver. (Should the receiver relocate to another installation, the supplier's costs would be reduced).

**If over \$10,000 annually, item becomes reimbursable.

***One-time charges are not included in annual totals.

Certified by: (Date)

Certifier's signature block

TOTAL

\$ 1,000.00 \$ 19,682.93

Figure 5.5. Manpower Annex.

(SUGGESTED FORMAT)

1. AGREEMENT NUMBER: FB4308-84257-123

2. TYPE OF AGREEMENT: ☐ Interservice ☐ Intraservice
 NEW ☐
 REVISED ☐

3. SUPPLIER: _____

4. SERVICING MANPOWER OFFICE: _____

5. RECEIVER: _____

6. MANPOWER DATA

TYPE OF SUPPORT REQUIRED	FUNCTION/UNIT REQUIRING SUPPORT	MANHOURS REQUIRED*	TOTAL MANPOWER IMPACT
Mil Pers Spt	Mission Support	55.45	0.348
Fuels Mgt	Supply	75.68	0.475
Freight Services	Transportation	38.15	0.239
Equipment Maint	Combat Support	81.24	0.510
TOTAL		250.52	1.572 = 2

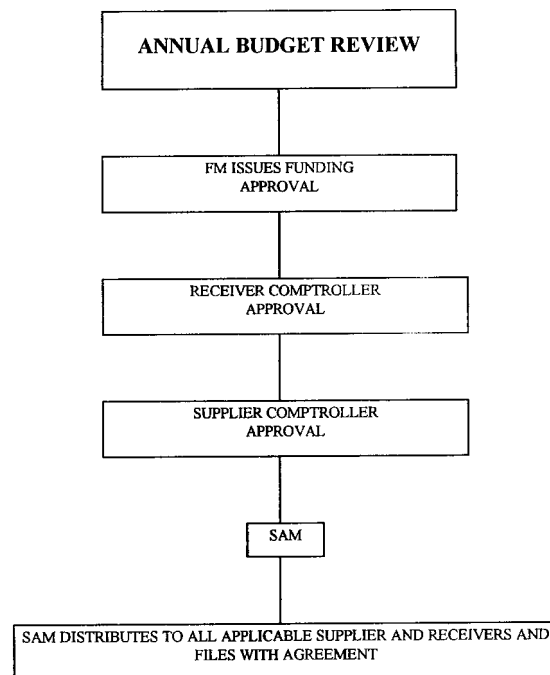
7. COMPUTATION METHOD USED TO DETERMINE MANPOWER REQUIREMENT:

*Documentation used to determine required manhours will be maintained by the servicing Manpower Office.

8. The above workload is properly identified and the manhours quantified.

 Servicing Manpower Office (Date)
 Name/Grade
 Title
 Phone

Figure 5.6. Annual FM Review Flow Chart.



Chapter 6

MILITARY JUSTICE AND ADMINISTRATIVE ACTION

6.1. Authority for Legal Services Support.

6.1.1. This chapter applies to Air Force tenants, members of the reserve components, the Air Force Reserve and the Air National Guard in Federal Service (consistent with Article 2, Uniform Code of Military Justice. (UCMJ), *10 U.S.C. 802*).

6.1.2. This AFI is the authority for legal service support listed in this chapter. No other order, writing, or implementing agreement is required unless otherwise provided for herein.

6.2. Court-Martial Convening Authority Actions.

6.2.1. All members of a tenant unit or AFELM (whether designated as a unit or not) are attached to the host command and its appropriate subordinate and higher commands for the exercise of general, special, and summary courts-martial convening authority.

6.2.2. While attachment for court martial convening authority purposes does not serve to divest any other commander from the exercise of such authority over a member of the tenant unit or AFELM, the exercise of such authority by the host command is preferred to expeditiously resolve the matter, preserve resources, and retain command prerogatives pertaining to matters affecting the maintenance of good order and discipline within the installation.

6.2.3. Members of a tenant unit or AFELM include personnel on temporary duty with or otherwise attached to it. Also, enlisted members assigned to a tenant unit or AFELM are attached to the host for administrative actions requiring review or determination by a court-martial convening authority (i.e., separations, demotions, line of duty, etc.).

6.3. Officer Discharge Actions.

6.3.1. The tenant's command retains primary authority of administrative action taken with regard to officers under AFI 36-3207, *Separating Commissioned Officers*, and other directives concerning administrative separation of officers to the extent that the command is normally empowered to execute such actions.

6.4. Non-Judicial Punishment Actions.

6.4.1. All members of a tenant unit or AFELM are attached to the host command, and its appropriate subordinate and higher commands for the exercise of non judicial punishment authority under Article 15, UCMJ. However, commanders of tenant units, or AFELMs designated as units, and other AFELM officers authorized to impose non judicial punishment pursuant to AFD 51-2, *Military Justice*, retain concurrent authority to take such action.

6.4.2. Any appeal from non judicial punishment is made to the superior authority in the command channel of the officer who imposes punishment, or to the appeal authority otherwise designated by AFLSA/JAJM, according to AFD 51-2.

6.4.3. Regardless of who imposes punishment or acts on the appeal, the action is administratively processed through the host command's Staff Judge Advocate.

6.4.4. In a Joint Command, if non judicial punishment is imposed on an Air Force member by a commander of a different service, the decisions as to collateral administrative actions (e.g. entry into a UIF or selection record) will be made by the senior Air Force officer or commander of the Air Force Element in the Joint Command.

6.4.5. If the senior Air Force Officer or commander of the element is unavailable or is not senior to the commander who imposed non judicial punishment, the decision to establish a UIF is made by a general court-martial convening authority (GCMCA) of the Air Force Host Command who is senior to the commander who imposed non judicial punishment, or, if there is not a GCMCA in the command senior to the commander who imposed punishment, a general court-martial convening authority of the Air Host Command who is senior. EXCEPTION: Article 15 correspondence relating to Air Force members for offenses that occur while on inactive duty for training must be processed through AFRES legal channels to HQ AFRES.

6.4.6. Consult AFI 51-202, *Non-Judicial Punishment Guide*, as the controlling authority for non judicial punishment actions.

6.5. Exceptions to Support Agreements.

6.5.1. When a support arrangement differing from that above is necessary or desirable, it must be documented at the general court-martial convening authority level or higher. Attach a copy to each copy of the support agreement it affects.

6.5.2. All judge advocates assigned as military judges, circuit trial and defense counsel, and area defense counsel, and all paralegals assigned as circuit court superintendents and defense paralegals, are assigned to the Air Force Legal Services Agency for jurisdiction under Article 15, UCMJ, for courts-martial, and for adverse administrative actions.

6.6. General Legal Services.

6.6.1. All members of a tenant unit or AFELM without its own legal office are attached to the host command and its appropriate subordinate and higher commands for claims processing, legal assistance, and general legal services that are usually provided by the host base legal office for host command units on that base. NOTE: Tenant units or AFELMs under this paragraph include any tenant unit or AFELM regardless of whether an agreement is executed according to this AFI.

Chapter 7

JOINT INTERSERVICE REGIONAL SUPPORT GROUPS (JIRSGS)

7.1. DOD JIRSG Program.

7.1.1. JIRSGs are voluntary groups comprising representatives from DoD activities in designated geographical regions. Their aim is to improve mission quality, efficiency, and effectiveness through the use of support agreements and other cooperative efforts.

7.2. Air Force Involvement in JIRSG.

7.2.1. HQ USAF/LGX actively encourages Air Force involvement in the JIRSG program, with the aim of reducing costs by rationalizing Air Force support with other DoD activities.

7.2.2. Typical JIRSG initiatives include consolidation of contracts, integrated use of DRMO, joint use of training quotas and work with SAMs to better utilize base support facilities and equipment. To ensure efficiency, each JIRSG should:

- Compile and maintain a data base of existing DoD and other federal activities within their geographic area.
- Work in conjunction with local SAMs to develop a matrix of what support is available and what support is being provided by whom and to whom within their JIRSG area.
- Coordinate their efforts with neighboring JIRSG areas when undertaking major projects.

7.2.3. Chain of Command. Air Force JIRSG managers retain a right of direct access to OASD(ES). However, their single service chain of command runs through their Air Force MAJCOM to HQ USAF/LGXX.

7.2.4. Reports. To assist assessment of genuine Air Force benefits from JIRSG, Air Force JIRSG managers are required to produce concise semi-annual reports itemizing the proven savings they have achieved during the previous six monthly period. The reports should include ongoing projects which have not yet reached fruition, together with forecast delivery dates and requests for any relevant assistance required. Bullet statements are adequate but the aim of the report is to summarize savings in terms of manpower, facilities, resources and, where possible, dollars - it is not an activity report. Reports should be completed as of each 1 Oct and 1 Apr and submitted through MAJCOMs, with the addition of their comments where appropriate, to reach HQ USAF/LGXX by 31 Oct and 31 Apr. (Report Control Symbol No: HAF-LGX(SA)9608, AF 130, to be discontinued during emergency conditions and not required during MINIMIZE)

7.3. Form Prescribed. DD Form 1144, *Support Agreement*..

GEORGE T. BABBITT, Lt General, USAF
DCS/Logistics

Attachment 1**GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS*****Abbreviations and Acronyms***

AFELM—Air Force Element

AFLSA—Air Force Legal Services Agency

BSP—Base Support Plan

DFAS—Defense Finance and Accounting Service

(Added-AFMC) DMISA—Depot Maintenance Interservice Support Agreement

FAAC—Functional Area Agreement Coordinator

FDC—Federal Detention Center

FM—Financial Management

G&A—General and Administrative

GCMCA—General Court-Martial Convening Authority

GSU—Geographically Separated Unit

IDCRP—Incremental Direct Cost Reimbursement Policy

PMEL—Precision Measurement Equipment Laboratory

RFP—Request for Proposal

SAM—Support Agreement Manager

SAMS—Support Agreements Management System

(Added-AFMC) SLA—Service Level Agreement

UCMJ—Uniform Code of Military Justice

(Added-AFMC) T&E—Test and Evaluation

TMDE—Test Measurement and Diagnostic Equipment

Terms

Air Force Element (AFELM)—Identifies Air Force personnel on duty with agencies outside the Department of the Air Force who are the "Air Force Element" of the agency where they perform duty. An AFELM is not a constituted unit.

Annual Budget Review—A review, prior to submission of the annual budget submission, when installation level financial and functional resource managers review the accuracy of reimbursement charges. This data is used in the computation of future budget requirements.

Approval Authority—An individual authorized to commit resources for the supplier/ receiver.

Basis for Reimbursement—

- **Interservice & Intragovernmental.** These reimbursements are based on an incremental direct cost reimbursement policy (IDCRP) as per DoDI 4000.19, 9 Aug 95. IDCRP establishes that receivers pay for costs that are measurable and directly attributable to the receiver. Common-use infrastructure costs that support the supplier and other indirect installation-driven costs are not chargeable to receivers. Also, receivers must be able to influence the costs either by management initiatives that reduce or eliminate the requirement, or by seeking an alternate source for the service.
- **Intraservice.** Intraservice reimbursement policy is in AFI 65-601, Vol 1, Chapter 7. Note that AFRES and ANG units are treated as intraservice units but see Chapters 15 & 16 of that reference for additional guidance for AFRES and ANG reimbursement policy.

Defense Business Operations Fund (DBOF)—DBOF business areas sell goods and services to their customers, the DoD operating forces (e.g. Defense Printing Service (DPS), Defense Finance and Accounting Services (DFAS), Defense Commissary Agency (DeCA)).

(Added-AFMC) Depot Maintenance Interservice Support Agreement (DMISA) — A formalized agreement constituting a contractual obligation whereby one Service provides depot maintenance support to another Service.

Functional Area—An area of an organization that performs specific duties within a broader operation, such as logistics, civil engineers, operations, etc.

General Provisions—Exceptions or additions to printed provisions required by Block 11, **DD Form 1144**.

Geographically Separated Unit (GSU)—Any Air Force unit separated from its servicing military personnel flight beyond a reasonable commuting distance.

Manpower Annex—A part of the support agreement used to document the manpower impact.

Manpower Impact—The measured change in a workcenter's manpower requirement resulting from the implementation of a support agreement.

Memorandum of Agreement (MOA)—An agreement that defines areas of responsibility and agreement between two or more parties, normally at headquarters or MAJCOM level. MOAs normally document the exchange of services and resources and establish parameters from which support agreements may be authorized.

Memorandum of Understanding (MOU)—An umbrella agreement that defines broad areas of mutual understanding between two or more parties, normally at MAJCOM or higher level.

Receiver—An activity, normally a tenant, which receives base support from a supplier.

(Added-AFMC) Service Level Agreement (SLA)—An agreement which documents the level of technical services a provider furnishes a customer, the fees for estimated usage of service and billing and payment terms. These technical services are not the typical Base Operating Support covered by DoDI 4000.19 or AFI 25-201.

Significant Change (in support requirements)—A change in the amount, level or frequency of requirements which would require budget/manpower reprogramming over and above inflation.

Specific Provisions—Support responsibilities negotiated between the supplier and receiver and detailed in Block 12, **DD Form 1144**.

Standard Level of Support—The level of support provided to receivers which is equivalent to the standard defined and furnished by the supplier to its own mission.

Supplier— An activity, normally the host, which provides base support to receivers.

Supplier Address Activity Code—The first series of the number (FB9999) is the supplier address activity code of the supplying activity.

Support Agreement—A completed **DD Form 1144**, which documents the support a supplier provides a receiver and the reimbursement the receiver will pay for that support.

Support Agreement Manager—Installation level OPR for the support agreements program.

(Added-AFMC) Test and Evaluation (T&E)—A process to test and evaluate data obtained for the purposes of research and development (other than laboratory experiments), for determining progress in accomplishing development objectives, or performance and operational capability of systems, subsystems, components, and equipment items.

Triennial Review—A complete review of an existing support agreement, requiring a new **DD Form 1144**, and completed at intervals of no more than three years.

Attachment 2**COMPLETION OF DD FORM 1144****A2.1. Completion of DD FORM 1144 By Block Number.**

- Block 1: Agreement Number (FB9999-93001-001). The first series of the numbers (FB9999) is the Supplier Activity Address Code of the supplying activity. The second series of numbers is the ordinal date consisting of the Year and Julian Date (93001) (i.e., 1 Jan 99 would be 99001). The third series of numbers (001) represents the sequential agreement number assigned by the supplying activity.
- Block 2: Superseded Agreement No. This is the old agreement number that this new one replaces, if applicable.
- Block 3: Effective Date. This is the date that support begins and from which reviews are dated.
- Block 4: Expiration Date. Normally the expiration date will be indefinite but a specific date may be agreed upon. If so, the rationale for expiration should be included in Block 11. General Provisions.
- Block 5a: Supplier Name and Address. Enter the name of the supplier followed by the SAM's unit, office symbol, building with room number, postal address and zip code.
- Block 5b: Supplier Major Command. Enter MAJCOM or agency name (e.g., ACC, AMC, PACAF, etc.).
- Block 6a: Receiver Name and Address. Enter the name of the receiver followed by the SAM's unit, office symbol, building with room number, postal address and zip code.
- Block 6b: Receiver Major Command. Enter MAJCOM or agency name (e.g., DoD Schools, AAFES, DeCA, etc).
- Block 7a: Support. Enter the applicable category of support. Funds are not transferable for non-reimbursable categories, however, DD Form 1144 documentation is required.
- Block 7b: Basis for Reimbursement. Enter the basis for calculating the expense borne by the receiver as defined in DoDI 4000.19 or AFI 65-601.
- Block 7c: Estimated Reimbursement. Enter the estimated cost to be reimbursed to the supplier. If actual costs are known, enter them in this block.
- Additional Support Requirements Attached. Place an "X" in the "Yes" block if blocks 7a, 7b, and 7c are continued on an attachment to the DD Form 1144. If an attachment is needed, use 8 1/2 x 11 bond paper and format it as are these blocks.
- Blocks 8a and 9a: Comptroller Signature. Enter the typed name and grade of the Comptroller. Signature may be placed over the typed entry.
- Blocks 8b and 9b: Date signed. Enter the date the FM signs the agreement.
- Blocks 8c(1) and 9c(1): Enter the approving authority's typed name, grade, and title.
- Blocks 8c(2) and 9c(2): Enter the approving authority's organization, unit, and office symbol.

- Blocks 8c(3) and 9c(3): Telephone Number. Enter the DSN of the signatory. Place "DSN" in parenthesis prior to the number (i.e. (DSN) 227-9211). If signatory does not have DSN access, enter the full commercial telephone number including area code.
- Blocks 8c(4) and 9c(4): Signature. The completion of these blocks by the supplying and receiving activity approval authorities indicate they concur with and approve of the attached general and specific provisions of the agreement.
- Blocks 10a and 10b: Termination. Enter the typed name, rank, and date of the supplier approval authority at the time the agreement is terminated. The approval authority's signature will be entered over the typed name and rank.
- Blocks 10c and 10d: Termination. Enter the typed name and rank, and the date of the receiver approval authority at the time the agreement is terminated. The approval authority signature will be entered over the typed name and rank.
- Block 11: General Provisions
 - a. Line 11b - Enter the full address of the receiver SAM.
 - b. Line 11c - Enter the complete billing address of the supplier's comptroller.
 - c. Line 11f - At the end of the sentence, enter yes or no, when appropriate.
 - d. The following suggested statements can be included in Block 11, General Provisions block. Include only those statements that are pertinent and meaningful to the agreement. General Provisions is continued on a 8 1/2 x 11 sheet of bond paper as an attachment to the DD Form 1144.
 1. Prescribing Directives. Funding and reimbursement arrangements should be IAW AFI 65-601.
 2. Manpower review statement and provide an attachment signed by the supplier's manpower office.
 2. (AFMC) A manpower annex will be used when additional manpower is required. A sample annex is provided at Attachment 9.
 3. Civil Engineer or Environmental review statement is signed by both the Supplier and Receiver Civil Engineer or Environmental Office (or designated representative) where there is an environmental impact.
 4. Distribution.
 5. List attachments (if manpower annex required, list as attachment)
 5. (AFMC) If a funding annex is used instead of continuation sheets for Block 7c of the DD Form 1144, it will be listed as an attachment to the support agreement.
 6. (Added-AFMC) A Security Forces statement is required only if there is a potential security implication.
- Block 12 - Specific Provisions. (This block will be used as specified). Use plain bond paper to document additional "specific provisions to this agreement."

A2.2. Examples of Specific Provisions.

A2.2.1. The following examples of specific provisions illustrate the typical level of detail normally included but this can be amended to meet local requirements:

CHAPEL AND CHAPLAIN SERVICES

SUPPLIER WILL: Provide comprehensive pastoral ministry, including opportunities for worship and religious rights, pastoral visits, spiritual counseling, and religious education to the same extent as provided to supplier's personnel.

RECEIVER WILL: Coordinate chaplain activities and support requirements with the supplier base.

CLUBS

SUPPLIER WILL: Provide dining and entertainment services by providing access to Officers Club and Enlisted Club for eligible receiver members. Make available golf course and bowling center on the same terms as for base personnel.

RECEIVER WILL: Request service and comply with Supplier's directives, policies and procedures.

A2.3. Examples of Completed DD Form 1144.

Figure A2.1. Sample AF Form 1144.

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER (Provided by Supplier)	2. SUPERSEDED AGREEMENT NO. (If this replaces another agreement)	3. EFFECTIVE DATE (YYMMDD)	4. EXPIRATION DATE (May be "Indefinite")
FB9999-95274-103	FB9999-89274-103		Indefinite
5. SUPPLYING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS HEADQUARTERS 11TH WING Attn: HQ 11 WG/XPX 1585 Air Force Pentagon Washington DC 20330-1585		a. NAME AND ADDRESS ARMY & AIR FORCE EXCHANGE SERVICE Building 4514 195 Chappie James Boulevard Bolling AFB DC 20332-5502	
b. MAJOR COMMAND HQ 11 WG		b. MAJOR COMMAND AAFES	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT (Specify what, when, where, and how much)		b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
Administrative Services		No Reimbursement	No Reimbursement
Common Use Facility Construction, Operations, Maintenance, and Repair		No Reimbursement	No Reimbursement
Disaster Preparedness		"	"
Fire Protection		"	"
Mail Postage		Metered Mail	\$ 1,000.00
Occupational and Industrial Health Services		No Reimbursement	No Reimbursement
Police Services		"	"
Refuse Collection and Disposal		Tonnage	\$ 49,200.00
Supply Services		Actual cost (Receiver provides MIPR directly to Supply Squadron)	<72,058.46> 254,623.40
Utilities		Meters and engineering estimates	Total: \$ 305,823.40
DoDI 4000.19, 1 Aug 95 provides the policy guidance for this form.			
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE	b. DATE SIGNED	a. COMPTROLLER SIGNATURE	b. DATE SIGNED
c. APPROVING AUTHORITY (1) Typed Name		c. APPROVING AUTHORITY (1) Typed Name	
(2) Organization		(2) Organization	
(3) Telephone Number		(3) Telephone Number	
(4) Signature	(5) Date Signed	(4) Signature	(5) Date Signed
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED

DD FORM 1144, MAR 92 (EF-V1) (PerFORM PRO) Previous editions are obsolete.

Figure A2.1. Continued.

<p>11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)</p> <p>a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)</p> <p>b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of AAFES, Bldg 4514, 195 Chappie James Blvd, Bolling AFB DC 20332-5502 prior to changing or cancelling support.</p> <p>c. The component providing reimbursable support in this agreement will submit statements of costs to: HQ 11 WG/FMAB, 170 Luke Avenue, Suite 300A, Bolling AFB DC 20332-5113.</p> <p>d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.</p> <p>e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.</p> <p>f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.</p> <p>G. AUTHORITY/PURPOSE: This agreement is entered into under the provisions of DoDI 4000.19 and DoDM 7220.9. It out-lines the administrative and logistical support services provided to the Army & Air Force Exchange Service as described in the Specific Provisions.</p> <p>h. STRENGTH/FACILITY ASSIGNMENT: Civ: 395 - Bldg 12, 6,800; Bldg 523, 1,200; Bldg 1311, 15,900; Bldg 4500, 3,540; Bldg 4514, 84,943; Bldg 4577, 196; Bldg 4578, 72. (Total - 123,961 SF)</p> <p>i. FUNDING/BILLING INFORMATION: Formulated by each installation's FMA office.</p> <p>j. ATTACHMENTS: (1) Specific Provisions; (2) Manpower Annex; (3) Funding Annex, (4) Utility Sales Contract, etc.</p> <p>k. EFFECTIVE/REVIEW DATE: Provisions of this agreement are effective 1 Oct 95 and may be revised by either party upon written notice to the other: (1) Review of the support arrangements will be made three (3) years after signature date of the supplier's approving authority. (2) Review of financial data will be made annually by HQ 11 WG/FMAS/FMAB for current billing cost.</p> <p>l. POINTS OF CONTACT: HQ 11 WG/XPX, 1585 Air Force Pentagon, Washington DC 20330-1585, Cml, DSN/Ph, FAX. AAFES, Bldg 4514, 195 Chappie James Blvd, Bolling AFB DC 20332-5502, Cml, DSN/Ph, FAX. (Continue General Provisions on 8-1/2 X 11 bond paper as needed).</p> <p>ADDITIONAL GENERAL PROVISIONS ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>
<p>12. SPECIFIC PROVISIONS (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)</p> <p>Explain needed special provisions in detail, use 8-1/2 X 11 bond paper, if necessary.</p> <p>ADDITIONAL SPECIFIC PROVISIONS ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>

Figure A2.1. Continued.

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER (provided by Supplier)	2. SUPERSEDED AGREEMENT NO. (if not a replacement contract agreement)	3. EFFECTIVE DATE (YYYYMMDD)	4. EXPIRATION DATE (day to "terminate")
FB9999-93244-303	FB9999-87244-303		Indefinite
5. SUPPLYING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS HEADQUARTERS 10TH WING Attn: HQ 11 WG/ASFX 1385 Air Force Pentagon Washington DC 20330-1545		a. NAME AND ADDRESS HEADQUARTERS 49TH INTELLIGENCE GROUP Attn: XFL 264 Luke Avenue Bolling AFB DC 20332-7020	
b. MAJOR COMMAND HQ 11 WG		b. MAJOR COMMAND AIA	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT (Specify what, where, when, and how much)		b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
Chapel and Chaplain Service		No reimbursement	No reimbursement
Communication Services		See Funding Annex	\$ 3,302.57
Environmental Compliance		No reimbursement	No reimbursement
Facility Maintenance and Minor Repair		"	"
Fire Protection		"	"
Legal Services		"	"
Mail Postage		"	"
Military Personnel Support		"	"
Supply Services		Actual cost (Receiver provides MFR, directly to Supply)	\$ 9,086.16
Vehicle Support		Actual cost (bill insurance records).	\$ 4,390.36
Developed using 65-601, Chap 7 governing servicing between Air Force units. Exceptions are listed in 65-601, Chap 7, para 7.3. This form may contain information not listed on Funding Annex.			TOTAL: \$ 19,682.98
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED:		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
D. SUPPLYING COMPONENT		E. RECEIVING COMPONENT	
a. CONTRACTING SIGNATURE	b. DATE SIGNED	a. CONTRACTING SIGNATURE	b. DATE SIGNED
C. APPROVING AUTHORITY		C. APPROVING AUTHORITY	
(1) Typed Name		(1) Typed Name	
(2) Organization	(3) Telephone Number	(2) Organization	(3) Telephone Number
(4) Signature	(5) DATE SIGNED	(4) Signature	(5) DATE SIGNED
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

Figure A2.1. Continued.

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER (provided by Supplier) FB9999-93244-303		2. SUPERSEDED AGREEMENT NO. (if not a replacement contract agreement) FB9999-87244-303	
3. EFFECTIVE DATE (YYYYMMDD)		4. EXPIRATION DATE (day to "revert") Indefinite	
5. OUTLINING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS HEADQUARTERS 10TH WING Attn: HQ 11 WG/ASPX 1385 Air Force Pentagon Washington DC 20330-1545		a. NAME AND ADDRESS HEADQUARTERS 49TH INTELLIGENCE GROUP Attn: XFL 264 Luke Avenue Bolling AFB DC 20332-7020	
b. MAJOR COMMAND HQ 11 WG		b. MAJOR COMMAND AIA	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT (Specify what, where, when, and how much)		b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
Chapel and Chaplain Service		No reimbursement	No reimbursement
Communication Services		See Funding Annex	\$ 3,302.57
Environmental Compliance		No reimbursement	No reimbursement
Facility Maintenance and Minor Repair		"	"
Fire Protection		"	"
Legal Services		"	"
Mail Postage		"	"
Military Personnel Support		"	"
Supply Services		Actual cost (Receiver provides MFR, directly to Supply)	\$ 9,086.16
Vehicle Support		Actual cost (bill insurance records).	\$ 4,390.36
Developed using 65-601, Chap 7 governing servicing between Air Force units. Exceptions are listed in 65-601, Chap 7, para 7.3. This form may contain information not listed on Funding Annex.			TOTAL: \$ 19,682.93
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMMANDER SIGNATURE	b. DATE SIGNED	a. COMMANDER SIGNATURE	b. DATE SIGNED
c. APPROVING AUTHORITY		c. APPROVING AUTHORITY	
(1) Typed Name		(1) Typed Name	
(2) Organization	(3) Telephone Number	(2) Organization	(3) Telephone Number
(4) Signature	(5) DATE SIGNED	(4) Signature	(5) DATE SIGNED
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

Attachment 3**SUPPORT AGREEMENT STRUCTURE AND DISTRIBUTION****A3.1. Structure of a Support Agreement:**

- DD Form 1144, Support Agreement.
- General Provisions as a continuation of Block 11, DD Form 1144.
- Specific Provisions as a continuation of Block 12, DD Form 1144.
- Funding Annex.
- Manpower annex or statement in Block 11, General Provisions, DD Form 1144.
- Other attachments as required (building and facilities, vehicles attachment, etc.).
- (AFMC) MOA/MOUs, land lease agreements, utility agreements, etc.
- The pages of the attachments should be numbered consecutively (example - 1 of 7; 7 being the total number of pages in the attachment). All attachments will be on 8-1/2 x 11 bond paper.
- Finalized agreements can be reproduced on both sides.
- Original copy of agreements should be forwarded for signature.
- The original (master) copy of the agreement, with all related management correspondence should be filed in the supplier SAM's office.

A3.2. Distribution of Completed DD FORM 1144 and Attachments.

- Indicate the supplier and receiver office symbols and the number of copies desired for distribution of the signed support agreement.
- Minimum distribution should include the supplier and receiver supporting and supported units, as well as the supplier and receiver MAJCOM.

Attachment 4**SAMPLE MOA/MOU****MEMORANDUM OF AGREEMENT (OR UNDERSTANDING) BETWEEN XXXX AND
YYYY (EXAMPLE ONLY)**

1. PURPOSE: The purpose of this agreement is to outline responsibilities and major actions required to support JCS counter drug operations involving PACAF AWACS aircraft.

2. AUTHORITY: DoDI 4000.19 and other directives, as required.

3. GENERAL:

a. **SCOPE.** This MOA provides guidance and documents agreement on aspects for general support of PACAF AWACS counter drug operations. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements.

b. **ASSUMPTIONS.**

(1) ACC is the force provider. PACAF is the resource manager.

(2) PACAF pro-rata support will be in augmentation of ACC forces as determined by Commander, Air Combat Command (COMACC) and approved by Commander, Pacific Air Forces (PACAF/CC).

(3) This agreement complements the MOU between PACAF and ACC (FB52XX-92292-005) concerning continued operations of AWACS in PACOM.

4. RESPONSIBILITIES:

a. **FINANCIAL MANAGEMENT.**

(1) HQ PACAF/FM will:

(2) HQ ACC/FM will:

b. **LOGISTICS SUPPORT.** Includes plans, maintenance, supply, transportation, and contracting.

c. **OPERATIONAL SUPPORT.**

d. **MISSION SUPPORT.** Includes facilities, facilities support, utilities, personnel, etc.

e. **MANPOWER.**

f. **AGREEMENT AND ADMINISTRATION.** (Effective date, review requirements, termination date, and approval level as appropriate).

(Note: this sample illustrates the format and content of a typical MOA/MOU. It should be modified to reflect local requirements and to include only relevant information).

Attachment 5**MISSION SUPPORT CATEGORIES**

These mission support categories are not recognized in DoDI 4000.19 and, when required, should be listed in alphabetical order. The SAMS approved abbreviation follows each title in parentheses:

Aerial Photography (Air Photo) - Provision of photographs taken from the air.

Aerial Port Operations (Aerlport Ops) - Manages and operates the military air terminal facility and provides air terminal services. Provides customs, drug, anti-smuggling inspection, and examination of aircraft and passengers.

Aircraft Maintenance (A/C Maint) - Includes all aspects of aircraft maintenance (e.g., corrosion control, machine, AGE, NDI, repair and reclamation, structural repair, off and on equipment etc) not previously addressed.

Airfield Base Operations (Airfld Ops) - Manage airfield support activities and facilities and provide service for preflight planning and flight plan processing.

Ammunition (Ammo) - Provide for the supply, maintenance, and repair of devices charged with explosives, propellants, pyrotechnics, initiating composition of nuclear, biological, or chemical material for use in connection with defense or offense including demolitions, ceremonial, or non-operational purposes.

Avionics Maintenance (Avion Maint)- Provides off-equipment maintenance of avionics equipment and components. On-equipment maintenance of avionics equipment and systems when size or mission of the receiver does not warrant such capability within the tenant unit.

Base Plans (Base Plans) - Develops and monitors the application of base-level operations and contingency plans not specifically assigned by directive to other functional areas. Provides personnel for on-base emergency contingencies where the Receiver does not have a capability.

Clothing and Textile (Clothing) - Provide for the supply, maintenance, and repair of organizational clothing, equipment footwear, and other material suitable for wearing.

Consolidated Command Post (Cmd Post)- Provide command and control facilities and services for receiver units. Supplier is responsible for command post consolidation and coordination of operations.

Electrical Equipment and Components(Elec Equip) - Provide for the supply, maintenance and repair of general or special purpose electrical equipment and their components.

Financial Services (Fin Servs) - Includes non-DFAS financial services provided by FM.

Flight Operations (Flight Ops) - Includes managing support aircraft resources as stated in AFR 60-1 and operates a centralized air crew life support equipment and their components.

Geodetic Support (Geodetic Spt) - Includes provisions of aeronautical charts, maps, flight information publications, and associated air navigation materials used in planning and conducting air and ground operations.

Intelligence Collection (Intel) - Includes providing intelligence support and related facilities.

Life Support Equipment (Life Spt Equip) - Includes the supply, maintenance, and repair of any equipment, either mechanical or manual, or substance, designed to keep individuals alive.

Logistics Air Support (Logs Air) - Includes support by air landing or air drop including air supply, movement of personnel, evacuation of casualties and prisoners of war, and recovery of designated resources.

Maintenance Control (Maint Cont) - Includes maintenance control and material control services.

Missiles (Missiles) - Includes the supply maintenance, and repair of missile systems and associated equipment. Includes mechanical, electronic, and communication equipment which is an integral part of a missile system.

Missiles Equipment and Components (Missile Equip) - Includes the supply, maintenance, and repair of missile equipment and components when they are not an integral part of the missile system.

Petroleum, Oils, and Lubricants (POL). Provide for the dispensing of fuels, oils and lubricants.

Survival Equipment Maintenance (Surv Equip) - Includes maintenance and repair of survival equipment (including parachutes, flight clothing, flotation aids, survival kits etc).

Precision Measurement Equipment Laboratory (PMEL) - Includes precision measurement laboratory support. (N.B. Where appropriate, this should be used in preference to the more general DoDI 4000.19 category "Equipment Maintenance, Repair and Calibration".

Quality Assurance (QA) - Includes quality assurance, inspection, and related support.

Records and Forms Flight Management (Flt Records) - Includes complete air crew resource management data system for all standard functions as prescribed in AFI 11-401, *Flight Management* and AFI 11-210, *Instrument Refresher Course*.

Search and Rescue (SAR) - Includes aircraft, surface craft, submarines, specialized rescue teams, and equipment to search for and rescue personnel in distress on land or at sea.

Ships and Vessels (Ships) - Includes the supply, maintenance, and repair of ships and vessels, including when applicable the armament, electronics, communications, and any other equipment that is an integral part of the ships and vessels.

Suggestion Program (Suggestions) - Includes suggestion program and budgets for cash awards.

Synthetic Trainer (Syn Trnr) - Includes installing, maintaining and where appropriate, operation of synthetic trainers, except air crew training devices.

Test and Evaluation (Test & Eval) - Includes testing items of material, systems, or techniques under a simulated or actual operational conditions to determine whether the specific military requirements or characteristics are satisfied.

Attachment 6**NON-STANDARD PROGRAMS**

A6.1. Providers of Public Goods or Services. The following categories are providers of public goods or services as per current Air Force Directives:

- Community Service Organizations such as the American Red Cross, the Boy and Girl Scouts, and Civil Air Patrol are not charged for base support services. If an installation can identify funds used to support these organizations, the installation commander can choose to fund these costs within the existing budget.
- Regulated Service Organizations such as the base bank and credit union are charged for base support services on the basis of existing directives or contract. Support agreements are not required. Refer to AFI 65-701, *Banking Services on USAF Bases* and AFI 65-702, *Credit Unions on USAF Installations* for further information on bank and credit unions.

A6.2. Mutual Benefit. In some instances it is not appropriate to charge for certain services provided to local government when such services are of mutual reciprocal benefit (e.g. Agreements with fire departments to provide mutual aid in the event of local disasters).

A6.3. Army Veterinary Service. Status of the US Army Veterinary Service on USAF installations is governed by an MOU of 21 Jan 1993 between the Surgeon Generals of the two Services. It specifies that "US Army Veterinary Service is considered an integral part of the local Air Force medical staff and as such is not considered a tenant on the Air Force base".

A6.4. Civilian Post Offices. Status of US civilian post offices on military installations is governed by the DoD Postal Agreement of 1980, as amended in Jun 1983. In effect, this commits DoD to provide "adequate facilities for civilian post offices located at military installations solely in support of the unit's mission. Utilities and local telephone service shall be furnished on a reimbursable basis".

A6.5. Aviation Engine Oil Samples. AFI 21-124 provides for non-depot Oil Analysis Program laboratories to provide Nondestructive Inspections lab analysis of aero engine oil samples in accordance with DoD policy.

Attachment 7**SAMPLE COORDINATION SHEET**

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/LGXX

SUBJECT: Review of Support Agreement Number XXXXXX

1. Please review the attached support agreement between _____ and _____. In particular, please confirm that the estimated charges, funding arrangements, and type and degree of support are accurate.
2. The office of primary responsibility for this review is _____ and the point of contact is _____.
3. Please send your written reply to _____ by _____. You may keep the draft agreement in your files until we send you the final.

Attachment:

Draft Support Agreement

DISTRIBUTION:

AF/PEM

AF/FMB

AF/LGT

Attachment 8

SUPPORT AGREEMENT MANPOWER/COST DATA SHEET

Support Provider: _____ Support Receiver: _____

Support Category: _____

Manpower Expended: Total Hours/Month _____

Military:		Civilian:	
Grade	Hours/Month	Grade	Hours/Month
_____	_____	_____	_____
_____	_____	_____	_____

Manpower Validation: (_____ Manpower Office, Bldg _____, Room _____, Ext _____)

Mil Man-hours Per Mo (Divided by) Mil Man-hour Availability Factor = Mil Manpower Impact

Civ Man-hours Per Mo (Divided by) Civ Man-hours Availability Factor = Civ Manpower Impact

Is this function covered by an Air Force Manpower Standard (AFMS)? _____ Yes _____ No

If yes, what are the AFMS workload factors? _____

_____/mo Validation:	_____	_____	_____
	Date	Signature	Phone

Cost Calculations: (_____ Comptroller Sq, Financial Mgmt Analysis, Bldg _____, Rm _____, Ext _____)

Military Labor Cost: Hrs/Yr _____ x Hrly Pay Rate \$ _____ = _____

Civilian Labor Cost: Hrs/Yr _____ x Hrly Pay Rate \$ _____ = _____

Direct Costs: (Supplier, Equipment, Parts, etc.)

	Charge	\$ Reimbursement Due
1.	_____	_____
2.	_____	_____

Total Reimbursement Due:

_____/FMA Validation:	_____	_____	_____
	Date	Signature	Phone

Unit Agreement Coordinator:	_____	_____	_____	_____
Coordinator	Date	Signature	Office Symbol	Phone

Attachment 9 (Added-AFMC)

SAMPLE OF MANPOWER ANNEX

SUPPORT AGREEMENT NO. FB2067-00003-002

1. SUPPLIER: 78 ABW, RAFB
2. RECEIVER: 89 AREFW
3. AFMC MANPOWER OFFICE: WR-ALC/MO
4. RECEIVER MAJCOM/SERVICE/AGENCY: ACC
5. TYPE: (x) New Agreement () Mission Change () Revision
6. MANPOWER DATA:

a. Peculiar/Extraordinary Support:

(1)	(2)	(3)			
TITLE/WORKLOAD DESCRIPTION	COMPUTATION METHOD	REQUIRED MANPOWER OFF	ENL	CIV	TOT
CATM/Weapons Training	Technical Estimate	0	1	0	1
Protection Level 2 Aircraft Security	AFMS - Post Manning	0	12	0	12
Explosive Ordnance	AFMS Application	0	1	0	1
		0	14	0	14

b. BOS Support (In Accordance with AFI 38-204)

(1)	(2)	(3)		(4)			
TYPE OF SUPPORT	BOS FACTOR	POPULATION* MIL	CIV	REQUIRED MANPOWER OFF	ENL	CIV	TOT
General Support	.08	103	--	0	6	2	8

*Population used to compute BOS support includes receiver Population plus required manpower for Peculiar/Extraordinary Support (Mil Pop = 89 + 14 = 103).

c. Manpower Summary:

TOTAL REQUIRED MANPOWER (FY 024-054)				
OFF	ENL	CIV	TOT	
0	20	2	22	

7. CERTIFICATION:

- a. The above workload and manpower is properly described and quantified.
- b. The supplier will/will not support receiver until manpower spaces are transferred.
- c. Additional Comments:

NAME, GRADE, DATE

(Serving Manpower Office - Date)

NAME, GRADE, DATE

(Receiver Representative - Date)

8. MANPOWER REQUIREMENT APPROVAL

Manpower Requirements identified above are approved.

NAME, GRADE, DATE

(HQ AFMC/XPMQ - Date)

9. APPROVAL TO TRANSFER MANPOWER AUTHORIZATIONS

Transfer of the following manpower authorizations is approved.

PEC	OFF	ENL	CIV	TOT
11125	0	14	0	14
11896	0	6	2	8
Total	0	20	2	22

NAME, GRADE, DATE

(Receiver MAJCOM Manpower Office- Date)

Attachment 10 (Added-AFMC)**INSTRUCTIONS FOR COMPLETING A MANPOWER ANNEX TO A SUPPORT AGREEMENT**

A10.1. (Added-AFMC) Supplier: The activity responsible for providing the support described in the agreement.

A10.2. (Added-AFMC) Receiver: The activity receiving the support described in the agreement.

A10.3. (Added-AFMC) Servicing Manpower Office: The Manpower Office servicing the supplier activity.

A10.4. (Added-AFMC) Receiver MAJCOM/Service/Agency: Self explanatory.

A10.5. (Added-AFMC) Type: Self explanatory.

A10.6. (Added-AFMC) Manpower Data:

A10.6.1. (Added-AFMC) Peculiar or Extraordinary Support: Support beyond the scope of that which will be provided through application of BOS factors listed in AFI 38-204, *Programming USAF Manpower*, Table 1.1.

A10.6.1.1. (Added-AFMC) Title/Workload Description: Self-explanatory.

A10.6.1.2. (Added-AFMC) Computation Method: Describe the method used to compute or estimate the required manpower (e.g., AFMS, Operational Audit, Post Manning, etc.) for each category listed.

A10.6.1.3. (Added-AFMC) Required Manpower: Enter the computed/estimated manpower requirement (in whole numbers) for each category.

A10.6.2. (Added-AFMC) BOS Support: Support which will be provided through the application of the BOS factors listed in AFI 38-204, Table 1.1.(or revised factor).

A10.6.2.1. (Added-AFMC) Type of Support: Describe type of support, as defined in AFI 38-204, Table 1.1. (or revised factor)

A10.6.2.2. (Added-AFMC) BOS Factor: Use the appropriate factor from AFI 38-204, Table 1.1.

A10.6.2.3. (Added-AFMC) Population: Enter the number of manpower spaces associated with the receiver unit mission change, move, activation, etc. This number must include receiver population plus any required supplier manpower for Peculiar or Extraordinary Support to the receiver.

A10.6.2.4. (Added-AFMC) Required Manpower: Enter the computed manpower requirement(s), as determined by the application of the listed BOS factor to the applicable population figure.

A10.6.3. (Added-AFMC) Manpower Summary: Enter the total manpower requirement from 6a(3) and 6b(4). Indicate the fiscal year the transfer is to be effective and any future-year changes to the requirements.

A10.7. (Added-AFMC) Certification: Self explanatory. After being signed by the Servicing Manpower Office and the Receiver Representative, the manpower Annex is forwarded to HQ AFMC/XPMQ for staffing and approval.

A10.8. (Added-AFMC) Manpower Requirement Approval: Self explanatory. After approval of the manpower requirement, HQ AFMC/XPM will coordinate the Manpower Annex with the receiver MAJCOM to document the approval of the transfer of manpower authorizations.

A10.9. (Added-AFMC) Approval to Transfer Manpower Authorizations: Self Explanatory. After reviewing the approved manpower requirements, the Receiver MAJCOM Director of Manpower approves the transfer of authorizations from the Receiver MAJCOM to the Supplier MAJCOM.